

3 November 1967

MEMORANDUM FOR THE RECORD

SUBJECT: Consideration of Office of Personnel Memorandum
Concerning the Retirement Counseling Program

1. On 25 October 1967, in a meeting with Mr. Emmett Echols, D/Pers, he passed to me a draft of an Office of Personnel memorandum concerning the transfer of External Placement Branch, Recruitment Division, to the Retirement Counseling Staff. This draft had been prepared by Mr. [REDACTED]

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2. In a brief discussion it became apparent that there were a number of differences of opinion concerning items which should be included in such a memorandum and the relationship between the current External Placement Branch activities and the work of the Retirement Counseling Program Task Force.

3. Mr. Echols asked me to take Mr. [REDACTED] draft, rephrase it in accordance with my ideas, and return it to discuss it with him.

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4. After thorough consideration and preparation of this draft I discussed the contents with Mr. [REDACTED]. I decided to prepare two alternatives and use these as a base for discussion with Mr. [REDACTED] prior to returning to D/Pers. This was accomplished and drew forth additional ideas from Mr. [REDACTED] including some obvious basic differences in understanding and intent which seemed to have arisen in a breakdown in communications between D/Pers, DDS, DDP, and myself.

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5. I prepared a final draft of my proposed memorandum on 26 October and arranged a meeting to discuss it with Mr. [REDACTED] and D/Pers on 3 November. In the course of this meeting many ideas and intentions of the Office of Personnel which had been built into their concepts of how my efforts and those detailed to work with me would be applied toward satisfying earlier plans for External Placement and Retirement Counseling. I too, was able to table many of the discrepancies between

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SUBJECT: Consideration of OP Memorandum Concerning the RCP

my initial instructions from the DDP and the new ideas of the Office of Personnel now surfaced to me for the first time. The discussions of these culminated into decisions that:

(1) Effective this date (3 Nov 67) the EPB/RD would be moved from RD and placed under my jurisdiction.

(2) That I could instruct the staff officers of EPB to continue their work as in the past and or direct their efforts into an ever closer working relationship with the detailed officers from the various directorates presently at work on the RCP.

(3) That no Office of Personnel memorandum would be issued concerning this internal Office of Personnel action and in lieu thereof I would continue my activities of presently briefing the career service boards of the Agency and in particular the responsible personnel officers within the career services.

(4) I am to advise [REDACTED] of this transfer of responsibilities and people and Mr. Echols will also notify Mr. [REDACTED] of this change.

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6. As a result of the above decisions the draft of the Office of Personnel memorandum has been withdrawn and is attached hereto.

[REDACTED]
Chief, Retirement Counseling

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Attachments: Two drafts